

NEHA DHINGRA

PURCHASE COODINATOR



CAREER OBJECTIVE

To secure a creative and challenging position with professionally managed group. A position, which will utilize my practical and theoretical experience, planning and provide an opportunity for professional and personal growth.

CONTACT INFORMATION

ADDRESS

ARJUN NAGAR GURUGRAM

HARYANA -122001

PHONE NO

8826141726

9654079841

EMAIL

DHINGRAN43@GMAIL.COM

EDUCATION

- 2012 Passed Metric from HARYANA BOARD OF SCHOOL EDUCATION.
- 2014 Passed Senior Secondary from HARYANA BOARD OF SCHOOL EDUCATION.
- 2017 Passed Graduation (BA) from University of Delhi (SOL).

PROFESSIONAL QUALIFICATION

- 2014 Certificate of course on computer concepts from NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, NEW DELHI.
- 2014 Diploma in Basics of Internet from FUTURE SOFT TECHNOLOGY, GURGAON.

WORKING EXPOSURE

- JUNE 2014-JAN 2015 Worked with **Bajrang Fire Protection** as a **Purchase Executive**.
- FEB 2015-FEB 2017 Worked with **3T Logistics Gurgaon** as a **Computer Operator/Billing Executive**.
- MARCH 2017- FEB 2019 Worked with **Bajrang Fire Protection** as a **Purchase Executive**.
- MARCH 2019 - AUG 2020 Worked with **Flow Guards Manufacturing** as a **Purchase Executive +Admin + office Coordinator**.

SKILLS

- ★ MS. OFFICE
- ★ MS. EXCEL
- ★ MS. POWER
- ★ INTERNET
- ★ VLOOKUP
- ★ MS WORD

Job Responsibilities

- Research Potential Vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Create and send purchasing Orders
- Maintain update records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change order

STRENGTHS

- Sincere and Hard Working.
- Dedicates & Determination
- Ambitious.

ABOUT SELF

- Innovative skilled in public relation and willing to do whatever is needed to meet established goals.
- Reading Books.
- Drawing.

PERSONAL PROFILE

Father's Name : **Mr. Kishor Kumar.**

Date of Birth : **15th Nov, 1996.**

Nationality : **Indian.**

Religion : **Hindu.**

Sex : **Female.**

Marital Status : **Single.**

Language Known : **English, Hindi, Punjabi**

DECLARATION

do hereby declare that all the above information is true and the best of me of my knowledge.

Date :